

UNISON Essex Branch

Branch Organiser

PERSON SPECIFICATION

Introduction

UNISON Essex Branch desires to be an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of the interviewees in a systematic and consistent way.

Organising

The Organiser will work with the Branch to build recruitment and organising initiatives and campaigns; train and develop stewards; support branch communications in any of the 5 strands the Branch organises in – Education, Health, Local Government, Community and Voluntary and Private Contractors.

The Organiser will have a clear understanding of equalities and how to increase participation in a member based organisation, and how to use different kinds of media to raise UNISON's profile. They will be highly focused on building the organisation and providing member satisfaction with the services provided. They will have enthusiasm and commitment which motivates lay activists, new stewards and members.

The Organiser will support the Branch team and local activists in collective negotiations, researching relevant agreements with employers, writing up claims and making presentations and engaging with employers as required.

The areas of focus for Organiser will be determined by the Branch Secretary and supporting team.

The Organiser will prepare information briefings to support organising or bargaining campaigns and support press and public relations work in the region.

Developmental

The Organiser is a key organising role. It covers the key areas of organising in any of the five strands the Branch organises in.

The Organiser is managed by the Branch Secretary.

JOB DESCRIPTION

Job Title	Organiser
Salary:	£27,642.11 per annum
Hours	Full time (35 hours per week)
Contract	This is a Fixed Term Contract – 1 year
Location	Office base in Chelmsford, but will be mobile within Essex
Reports to:	Branch Secretary

OVERALL SUMMARY

The post-holder will be expected to undertake an extensive range of organising work in any of the five strands the Branch is organising in as shown below.

Work Areas

Organising

Recruitment planning and campaigning

Membership mapping across workplaces

Organising and developing lay member organisation

Mentoring and coaching new stewards

Collective Bargaining on local workplace issues

Developing stewards committees and local bargaining structures.

Developing systems to support organising

Research information to support campaigning

Co-ordinating campaigns and activities

Building branch capacity e.g. systems, communications, press releases, newsletters, websites and building local and media profile

Collective bargaining at workplace level that includes negotiating of:

- Pay
- Shift rotas
- Working Patterns

- New working arrangements
- Health and safety issues
- Training and learning agreements
- Local facilities agreements

Other

Areas of work will be regularly reviewed in discussion with the Organiser to meet the needs of the organisation and services to branches and members across any of the five strands the Branch organises in.

The successful applicant will need to drive and have access to a vehicle for travel both in and around Essex.

Undertakes other duties as required by the Branch.

Other Information

Please return your application for employment form, the recruitment monitoring form and disability monitoring form by email to unisoninessex@gmail.com.

UNISON Essex

BRANCH ORGANISER

Person Specification and Selection Criteria

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Heading	Selection criteria
Thinking	<ol style="list-style-type: none">1. Experience of developing solutions to resolve problems including:<ol style="list-style-type: none">1.1 analysing information and statistical data1.2 research including carrying out workplace mapping1.3 drafting action plans1.4 developing materials e.g. publicity1.5 developing campaign plans1.6 drafting statements of case.2. Learning and Development<ol style="list-style-type: none">2.1 ability to identify training needs of others2.2 can demonstrate continuous personal learning development
Interpersonal and Communication	<ol style="list-style-type: none">3. Experience of motivating people to participate in activities including:<ol style="list-style-type: none">3.1 making presentations3.2 influencing outcomes at meetings3.3 mentoring and coaching3.4 writing newsletters, leaflets etc.4. Experience of giving advice and representing members including:<ol style="list-style-type: none">4.1 conciliation skills to resolve disagreements4.2 responding effectively to people who are angry or upset5. Experience of effective team working

Initiative and Independence	6. Experience of prioritising own workload including: 6.1 decision making within guidelines 6.2 following policies and procedures 6.3 devolving work to others appropriately.
Resource management	7. Experience of project co-ordination including: 7.1 time management 7.2 controlling expenditure 7.3 maintaining confidential information.
Physical Skills (<i>with Disability modification where necessary</i>)	8. Occasional light lifting of materials 9. Ability to travel
General knowledge	10. An understanding of and commitment to the principles of equality and democracy. 11. A working knowledge of Employment Law. 12. An understanding of the role of trade unions and the social and political environment in which the union operates. 13. ICT packages including Microsoft Office suite.